

# **Crafton Hills College Library Collection Development Policy**

## **Library Mission Statement**

The mission of the Crafton Hills College Library is to support the education and success of students in a quality learning environment. The Library staff supports student education by giving instruction on research techniques, teaching information competency skills, and providing a high quality collection of print and electronic resources.

## **Purpose of the Collection Development Policy**

This policy is designed to assist the library in the acquisition of relevant resources to support the library's mission statement. The following criteria will demonstrate the process used to create a constantly evolving collection that will grow and progress along with the campus community.

## **Materials Selection**

It is the responsibility of all library staff members to evaluate and propose additions to the collection. Final purchasing decisions are made by the librarians and dean. Selections are made with the use of industry journals and publisher catalogs as well as through the recommendation of "subject experts," i.e. faculty.

### ***a. Collection Priorities***

Prioritizing the selection of materials is based upon the current budget and the needs of the campus community. Current purchasing should focus on the following:

- Electronic databases
- Print materials (encompassing books and journals)
- E-books

All purchases should be made based on the following criteria (prioritized by importance):

- Suitability to current curriculum
- Instructional needs of faculty and staff
- Service to the campus community as an information center
- General knowledge or recreational interests

### ***b. Selection Criteria***

Selection of new materials is an ongoing process requiring evaluation of both the current collection and the materials being considered for purchase. The criteria used to evaluate the materials are based on the following:

- Present holdings in the subject area
- Date of publication and lasting value
- Critical reviews
- Cost
- Material availability in surrounding libraries

**c. *Gifts to the collection***

- The library welcomes all gifts with the stipulation that they will be used and/or disposed of at the library's discretion. The library will evaluate all gifts prior to addition to the collection according to the same standards used in the purchase of new materials. Generally, the library does not accept textbooks, or books in poor physical condition for the permanent collection. The library reserves the right to refuse donations if it is determined that they are not of use to the library. All gifts are tax deductible, and a receipt for donation of materials will be provided upon request. The Library does not place financial value on materials received.

### **De-selection**

Items will be de-selected on a monthly basis, by subject areas and based upon usage, condition and obsolescence. Materials de-selection is based on the following general criteria:

- Obsolete, inaccurate or superseded materials
- Multiple copies without justification
- Unsightly or musty volumes
- Selective retention of materials more than 10 years old in rapidly changing subject areas such as science, health, law, etc.
- Materials in outdated formats

For de-selection criteria by subject area see the [CHC De-Selection Policy](#)

### **Challenges to the Collection**

The Library supports intellectual freedom and attempts to supply the CHC community with a diverse perspective; therefore we endorse the [American Library Association's Library Bill of Rights](#).

The library will accept requests from faculty, staff, students and the community for reconsideration of materials. The requestor must fill out the Request for Reconsideration of

Library Material form and turn it in to a library staff member. All challenges regarding the appropriateness of materials in the collection will be submitted to the Dean for review.

All submissions for reconsideration, along with the material being challenged, will be reviewed and a written response will be given within 30 days.

Challenged material will be kept in circulation during the reconsideration process.

## **Periodicals and Newspapers**

### **Ordering**

Periodicals are an important academic resource that often provides the most current information in advance of publication in book form. Selection will be based primarily within fields relating to the CHC curriculum, but may also include titles of general interest to the college community. EBSCO is our primary source for periodical orders, but in the case that a title is unavailable through EBSCO, it will be ordered directly through the publisher.

### **Storing**

Length of time periodicals are kept is based on type of publication, whether general interest or academic. General interest titles are kept for 1 year, and academic titles for 5 years. Special exceptions are made for titles of historical value which are kept indefinitely.

Titles we remove are recycled every December when the current periodicals are shifted upstairs for storage.

Back issues of newspapers are recycled at the end of each month.

## **General De-selection Policy for CHC Library**

Circulating collections undergo periodic reassessment as to their appropriateness and suitability to respond to current needs. De-selection is necessary to make space for current materials, to make the collections more attractive, to facilitate the ease of use of the collections by patrons and staff, and to reduce the damage to books caused by overcrowding and space limitations. Weeding criteria includes:

- Dated, inaccurate, unused or rarely used materials.
- Worn-out and damaged materials.
- Trendy ephemera.
- Age – superseded by new edition, ephemeral material.
- Physical condition: Missing pages, text unreadable, water damage, poor paper quality, or other factors that preclude rebinding.

### **1. Philosophy: (B-BD, BH, BJ)**

- a. Weeding criteria: Most philosophy books do not become outdated. Circulation is often low and is not necessarily a guide for weeding. Titles are retained unless superseded by more recent editions. Duplicate copies of low-usage books are weeded, as are superseded editions.
- a. Retain systems of philosophy.
- b. Discard historical and explanatory texts when superseded.

### **2. Psychology: (BF)**

- a. Weeding criteria: A 5-year weeding process is necessary to maintain a live, usable, and up- to-date collection.
- a. Do not remove biographies, or primary works of the psychologists.
- b. Encyclopedias are judged by their emphasis on primary works.

### **3. Religion: (BL-BX)**

- a. Weeding criteria: Material does not generally become outdated. Books that have very low usage should be considered for weeding after five years. Superseded editions and unused duplicates may be weeded. The collection must have current titles on each major religion as well as earlier editions of standard or classic texts, regardless of current curriculum.
- b. Discard older sectarian literature, sermons, and books on conduct of life.
- c. Discard historical and explanatory texts when superseded.

#### 4. **History** (C, D, E, F)

- a. Weeding criteria: The main factors include demand, accuracy of facts, and fairness of interpretation. Nonetheless, the history collection should be periodically reviewed and books should be judged for their continuing usefulness in the collection.
- b. Keep: Older books that reflect the expectations of another era, regardless of the accuracy of predictions made in them about the future.
- c. Keep: Otherwise inappropriate books if bibliography, appendices, maps, illustrations, or other supplementary features are still useful.
- d. Keep: Earlier editions of classic or standard texts – regardless of current curriculum usefulness.

#### 5. **Geography:** (G-GR)

- a. Weeding criteria: Books in this area become dated rapidly and should be weeded every two years unless it has significant background or history information not available elsewhere.

#### 6. **Athletics:** (GV)

- a. Weeding criteria: Superseded rulebooks maintained only to last two editions. Old instructional material considered for discard if new items exist.
- b. Physical damage to the book—missing pages, torn, etc. Withdraw and replace.

#### 7. **Social Science:** (H-HA)

- a. Weeding criteria: Interdisciplinary needs are considered when weeding.
- b. In these subject areas the source tends to be used in a supportive nature and as such should not be analyzed heavily according to circulation figures.
- c. Unless they have a historical approach, they are of little use after five years; books on finance are outdated sooner.

#### **8. Economics: (HB-HJ)**

- a. Weeding criteria: This process considers timeliness of research, value of material, number of sources on topic, age of source, circulation, number of copies, whether it is part of a set, and physical condition.
- b. Consideration of economics interdisciplinary contribution to geography, history, management, social science and international affairs.
- c. As with all section maintain primary works by distinguished economists.

#### **9. Sociology: (HM-HX)**

- a. Weeding criteria: Materials may be withdrawn from the collection for the following reasons.
- b. Age: Superseded by a later edition.
- c. Condition of book.
- d. Older editions in a subject area that has a low circulation activity and numerous other works.

#### **10. Political Science: (J-JX)**

- a. Weeding criteria: Political science interrelates with other fields such as social science, international affairs, geography, history, and psychology.
- b. Consideration should be given to usage, size of the collection, number of copies, age, and historical value.
- c. Maintain all primary works.

#### **11. Law: (K)**

- a. Weeding criteria: Multiple copies, superseded works, outdated topical books and outdated collections of laws.

**12. Education: (L)**

- a. Weeding criteria: Outdated monographs, superseded works, and duplicates are weeded.
- b. No biographical materials are discarded.
- c. Different editions of encyclopedia works may be kept.

**13. Music (M)**

- a. Weeding criteria: Titles are retained, unless superseded by newer editions. Music books generally do not become outdated.
- b. Consider the condition of the books.

**14. Art (N)**

- a. Weeding criteria: Titles are retained, unless superseded by newer editions. Art books generally do not become outdated.
- b. Consider the condition of the books.

**15. Literature and Language (P)**

- a. Weeding criteria: Age and use are not always accurate guides for weeding literature books. Some critical works (especially superseded editions) can be weeded by date and usage. Books listed in Essay and General Literature Index, Granger's Index to Poetry, and the Short Story Index are always retained. Keep criticisms of classic writers. Keep history unless superseded by better titles. Maintain multiple copies of classic literary works.
- b. Weeding criteria: Discard old grammars, dictionaries, etc.

**16. Pure Science (Q)**

- a. Weeding criteria: Newer materials are available that provide better or expanded explanations of complex subjects.
- b. Age: Superseded by newer editions, ephemeral material.

c. Newer scientific discoveries, theories and techniques should be updated with materials.

**17. Mathematics (QA 9-74, 78-939)**

- a. Weeding criteria: Books older than ten years should be withdrawn unless they are *classics*.
- b. Older editions are normally withdrawn when a new edition is received.

**18. Computer Science (QA 75-77)**

- a. Weeding criteria: Material may be withdrawn from the collection based on the following criteria:
  - 1.) Age: Superseded by newer editions, ephemeral material.
  - 2.) Consider if the level of treatment is too superficial for college level study; newer material provide better or expanded explanations of complex subjects, clearer text styles, and better illustrations.

**19. Astronomy (QB), Physics (QC), Chemistry (QD)**

- a. Weeding criteria: Books considered for discard include added copies printed more than 10 years ago not identified as “landmark” and those with more than two editions in that period. Older editions, if superseded, are discarded.
  - b. Materials on poor quality paper.
- c. Books by non-distinguished authors may be discarded. Basic works of significant historical or literary value, such as Newton or Einstein, etc.

**20. Biological Sciences (QH-QR)**

- a. Weeding criteria: Material may be withdrawn from the collection based on the following criteria:
- b. Superseded by new editions. Materials in the biological science have a shelf life of ten years.

## 21. **Medicine (R)**

a. Weeding criteria: Material may be withdrawn from the collection based on the following:

- 1.) Superseded by newer editions, discoveries are constantly being announced and older materials may be very misleading or even dangerous.

## 22. **Agriculture (S)**

a. Weeding criteria: Material may be withdrawn from the collection based on the following criteria:

- 1.) Age: Superseded by newer editions, ephemeral material.
- 2.) Treatment of subject: Newer materials provide better or expanded explanation of complex subjects, clearer text styles, and better illustrations.

## 23. **Technology (T)**

- a. Weeding criteria: Materials are withdrawn from the collection when newer editions are published or if newer material provides better coverage and treatment.
- b. Technology is making such rapid advances that materials over five years should be viewed with suspicion with obvious exceptions such as auto and appliance repair manuals, cookbooks, books on guns, clock, etc.

## 24. **Reference Collection:**

- a. Many sources are considered reference “classics” and are valuable for many years. Many reference books as issued in revised editions and previous editions may be removed. An exception is any new edition that supplements rather than replaces an older edition.
  - b. Medical and Science reference books may be quickly outdated.

## 25. **Audiovisual Materials:**

- a. Non-print media should be weeded on a regular schedule just like print materials, although it can be harder to judge content and quality without spending a great deal of time watching or listening to each item.

- b. Keep in mind that non-print items can be difficult to borrow through interlibrary loan.
- c. Other issues to consider when evaluating non-print materials include format and condition. Is the format still available? If not and the materials are not replaceable, you may want to investigate transferring unique materials to current formats.
- d. Watch for broken cases, missing pieces, poor sound, or visual quality of tapes or CDs.
- e. Tapes that become twisted should be discarded.
- f. Videocassettes should be examined for wear after 100-150 circulations; they will probably need to be replaced after 200-250 showings.
- g. Compact disks are relatively sturdy; but they can be chipped, cracked or scratched.